



## Inter-American Foundation

An Independent Agency of the U.S. Government

### MEMORANDUM

Date: September 1, 2017

To: All IAF Employees

From: Paloma Adams-Allen, President & CEO

Subject: Equal Employment Opportunity and Diversity Non-Discrimination Policy

As President & CEO of the Inter-American Foundation (IAF), I am committed to the total integration of Equal Employment Opportunity (EEO) and Diversity principles as a fundamental part of the guiding principles we have at the IAF. All employees, applicants for employment, and members of the public who seek to participate in IAF programs, activities, and services will not be discriminated against because of race, national origin, sex, religion, color, age, disability, sexual orientation, genetic information, or status as a parent. Furthermore, the IAF does not tolerate reprisal against those who exercise their rights under applicable EEO laws.

I am committed to ensuring all employees the freedom to compete fairly and equitably. Equal employment opportunity covers all personnel/employment programs, management practices and decisions, including, but not limited to: recruiting/hiring, merit promotions, transfers, reassignments, training and career development, benefits, and separations. I will ensure EEO program requirements are enforced in accordance with the governing regulatory guidelines. Allegations of discrimination are addressed promptly and professionally. The IAF promptly investigates all allegations of workplace harassment, and where allegations are substantiated, appropriate action is taken.

Employees or applicants who believe they have been discriminated against by the IAF have the right to file a complaint. IAF has entered an Inter-Agency Agreement with the Office of Diversity and Equal Opportunity (DEO), U.S. Geological Survey (USGS) for EEO services. The first step is to contact an EEO counselor at USGS within 45 days of the alleged discriminatory action. You may then choose to participate in either counseling or in Alternative Dispute Resolution (ADR) if it is available. At the end of counseling, or if ADR is unsuccessful, a formal EEO complaint may be filed.

I am committed to enforcing the Foundation's policy of fair and equitable treatment of all employees, applicants for employment, or members of the public who believe they have been subjected to unlawful discrimination.

This policy is to be posted in all personnel offices, and on the Foundation's internal Web site as a means to communicate the high level of importance I personally attach to equal employment opportunity at the IAF. Any questions regarding either this policy or a specific situation relevant to this policy may be addressed through the USGS Office of Diversity and Equal Opportunity (DEO) or an EEO counselor by calling (703) 648-7770 or (866) 816-1106. You may also direct questions to your manager.